



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

June 30, 1977

IN REPLY PLEASE REFER TO  
PC  
YOUR REFERENCE

Memorandum To:

Executive Officers' Group

Subject: Decentralization of Certain Examining Responsibilities

In 1965, the Commission recentralized the examining program from single-agency board examiners into a system of Commission staffed and operated examining offices. While this system has generally worked well, we believe on the basis of our recent experience that the examining program might be improved if some examining responsibilities are again delegated to the agencies.

From time to time agencies have asked for greater responsibility and involvement in the examining process. The requests have come from individual agencies as well as in the form of recommendations from conferences of agency personnel officials. Agencies have been particularly interested in occupations for which they are the sole or primary user. Increased agency involvement offers a number of potential advantages in terms of timeliness of service and the availability of subject-matter experts to participate in ranking for jobs.

The Merit Staffing Review Task Force, comprised of agency and Commission officials, recommended that the Commission experiment with delegating examining authority to agencies for positions for which they are the sole or primary user. The Commissioners have now approved a pilot effort involving this kind of delegation as well as trial delegation of examining authority in the case of geographically isolated field installations for positions filled from the local labor market.

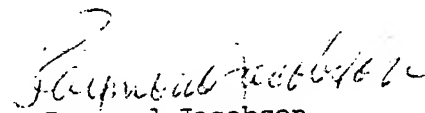
To help in preparing our experiment with the first of these kinds of delegation, we are asking each agency to provide information, using the attached format, covering occupations for which it believes itself to be the sole or primary user and wants to assume examining responsibility. A separate report should be provided for each occupation.

The Commissioners have also asked that we pursue the possibility of decentralizing examining responsibility on a broader scale. Therefore, we are interested in considering other situations where greater decentralization of examining responsibilities may be advisable. In this regard, we would appreciate your suggestions for further decentralization of examining responsibilities for future consideration.

2.

I am sure you will want to consult with your Director of Personnel in responding to this request; however, since the commitment of some resources will be involved, I want to assure your involvement in this effort.

Please return the requested information by July 15, 1977. If you cannot meet that deadline, please submit an interim report with an indication of when we can expect your final response. Negative responses are requested.

  
Raymond Jacobson  
Executive Director

Attachment

FORMAT FOR SUBMITTING INFORMATION ON POSITIONS  
FOR WHICH AGENCIES ARE SOLE OR PRIMARY USER  
AND WISH TO ASSUME EXAMINING RESPONSIBILITIES

- (1) Occupation (Title, Series, and Grade Levels) \_\_\_\_\_
- (2) Number of Persons Currently Employed in the Occupation (Field and Headquarters) \_\_\_\_\_
- (3) Annual Estimated Hires (By Grade Level and Field and Headquarters) \_\_\_\_\_
- (4) How soon could your agency assume total examining responsibility (rating, ranking, certification, etc.)? \_\_\_\_\_
- (5) Can you provide the necessary resources within your current funding and ceiling? \_\_\_\_\_
- (6) Where would you plan to locate examining responsibility within your agency (i.e., centrally, regional, local offices, etc.)? \_\_\_\_\_
- (7) How would you propose to keep the public informed about job opportunities in your agency? \_\_\_\_\_

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INTERAGENCY ADVISORY GROUP  
WASHINGTON, D. C. 20415

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